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IA Pre-Publication: Step-by-Step Guide

Use the following as a check list to have content reviewed with IA PrePub.



Approved for release by NSA on 02-03-2017, FOIA Case #83930 (litigation)

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- **(U) Complete and finalize content**
 - PAO provides approval for the exact content, as submitted. Any changes, other than grammatical, would require a second PrePub review, including updated CAO and management reviews, as well as other reviews as they apply.
 - PAO does not review content that is classified FOR OFFICIAL USE ONLY (FOUO) or higher. Only submit UNCLASSIFIED content.
- **(U) Designate two (2) CAO reviewers, Management approver, Technical Reviewer (if applicable), Contracting Officer (if applicable)**
 - A requestor cannot also act as Management reviewer; the management must be chosen from the requestor's chain of command.
 - CAO reviewers must be two separate CAOs; the same CAO cannot review or provide guidance twice for the same content.
- **(U) Fill out the IA PrePub ticket**
 - Attach digitally signed approvals as well as a file containing the content to be reviewed.
 - Identify an alternative POC.
 - Fill out all required fields (marked by asterisks *).
 - Click **Submit** when ticket is completed. (Reviewers will receive an automated message to go into the ticket and provide their determinations).

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- (U) Watch for any communication from IA PrePub
 - If there are any questions or concerns regarding your ticket, IA PrePub will contact you via email. When your content has been approved or denied, IA PrePub will contact you via email with a Final Determination message.

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